

*Formal agenda,  
October 2, 2018*

**PUBLIC HEALTH  
AND SAFETY  
STANDING  
COMMITTEE**

**MAYOR'S OFFICE COORDINATORS REPORT**OVERALL STATUS (please circle): ☒ **APPROVED** ☐ **DENIED** ☐ **N/A** ☐ **CANCELED**Petition #: 536 Event Name: Winter in DetroitEvent Date : November 13 2018 - February 28, 2019Street Closure: NoneOrganization Name: Quicken Loans Community FundStreet Address: 1050 Woodward Avenue Detroit, MI 48226**21**Receipt date of the **COMPLETED** Special Events Application:

Date of City Clerk's Departmental Reference Communication:

Due date for City Departments reports:

Due date for the Coordinators Report to City Clerk:

Event Elements (check all that apply):

- ☐ Walkathon    ☐ Carnival/Circus    ☐ Concert/Performance    ☐ Run/Marathon  
☐ Bike Race    ☐ Religious Ceremony    ☐ Political Ceremony    ☐ Festival  
☐ Filming    ☐ Parade    ☐ Sports/Recreation    ☐ Rally/Demonstration  
☐ Fireworks    ☐ Convention/Conference    ☒ Other: Seasonal Activation  
☐ **24-Hour Liquor License**

**Petition Communications** (include date/time)

Winter Wonderland Activations located in Capitol Park, Cadillac Square, The Esplanade, Woodward and Monroe Avenue and Library Street.

**\*\* ALL permits and license requirements must be fulfilled for an approval status \*\***

Date	Department	N/A	APPROVED	DENIED	Additional Comments
	DPD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Contracted with Rock Security to Provide Private Security Services
	DFD/ EMS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Pending Inspections; Contracted with DMCare Express to Provide Private EMS Services
	DPW	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No ROW Permit Required
	Health Dept.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Temporary Food License Required

Date	Department	N/A	APPROVED	DENIED	Additional Comments
	TED	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Barricades Required
	Recreation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Received & Approved as Presented
	Bldg & Safety	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Permits Required for Tents & Booths
	Bus. License	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Business License & Liquor License Required
	Mayor's Office	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All Necessary permits must be obtained prior to event. If permits are not obtained, departments can enforce closure of event.
	Municipal Parking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Relaxed Parking on Griswold for Vendors Load In/Out
	DDOT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Impact on Buses

**MAYOR'S OFFICE**

Signature: Bethanie Lusher

Date: September 19, 2018

## DEPARTMENTAL REFERENCE COMMUNICATION

*Tuesday, September 25, 2018*

*To: The Department or Commission Listed Below*

*From: Janice M. Winfrey, Detroit City Clerk*

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The following petition is herewith referred to you for report and recommendation to the City Council.

In accordance with that body's directive, kindly return the same with your report in duplicate within four (4) weeks.

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MUNICIPAL PARKING DEPARTMENT   MAYOR'S OFFICE  
DPW - CITY ENGINEERING DIVISION   BUSINESS LICENSE CENTER  
BUILDINGS SAFETY ENGINEERING   POLICE DEPARTMENT  
FIRE DEPARTMENT   TRANSPORTATION DEPARTMENT

**536**   *Quicken Loans Community Fund, request to hold "Winter in Detroit Markets, Food & Beverage Operations & Holiday Decor" at Various locations on 11/13/18 - 2/28/19, with openings/closings @ various times and multiple street closures.*



# City of Detroit Special Events Application

CITY CLERK 2018 SEP 24 AM 10:48

Successful events are the result of advance planning, effective communication and teamwork. The City of Detroit will be strictly adhering to the Special Events Guidelines; please print them out for reference. Petitioners are required to complete the information below so that the City of Detroit may gain a thorough understanding of the scope and needs of the event. This form must be completed and returned to the Special Events and Film Handling Office at least **60 days** prior to the first date of the event. If submitted later than 60 days prior, application is subject to denial. Please type or print clearly and attach additional sheets and maps as needed.

## Section 1- GENERAL EVENT INFORMATION

Event Name: Winter in Detroit | Markets, Food and Beverage Operations and Holiday Décor

Event Location: Capitol Park, Cadillac Square, The Esplanade, Woodward Avenue, Library St, and Monroe Ave.

Is this going to be an annual event? ☒ Yes ☐ No

## Section 2- ORGANIZATION/APPLICANT INFORMATION

Organization Name: Quicken Loans Community Fund

Organization Mailing Address: 1050 Woodward Avenue, Detroit, MI 48226

Business Phone: 313-373-7486

Business Website: QuickenLoans.org

Applicant Name: Cayla Chamberlin

Business Phone: 313-373-7486

Cell Phone: 703-822-3082

Email: CaylaChamberlin@QuickenLoans.com

### Event On-Site Contact Person:

Name: Meg Shropshire

Business Phone: 313-782-9719

Cell Phone: 336-312-8360

Email: MegShropshire@bedrockdetroit.com

### Event Elements (check all that apply)

☐ Walkathon

☐ Carnival/Circus

☐ Concert/Performance

☐ Run/Marathon

☐ Bike Race

☐ Religious Ceremony

☐ Political Event

☐ Festival

☐ Filming

☐ Parade

☐ Sports/Recreation

☐ Rally/Demonstration

☐ Convention/Conference

☐ Fireworks

☒ Other: Seasonal Activation

### Please provide a brief description of your event:

This winter we will create a winter wonderland in downtown Detroit, with something for everyone. In Cadillac Square you can shop at the markets or warm up in the Cadillac Lodge with some hot chocolate or an alcoholic beverage. The Esplanade will be transformed with new greenery archways and overhead lighting, visitors and residents can stroll down Woodward enjoying the lights and archways while stopping at vendors carts to purchase something to warm them up. Capitol Park will again host a Christmas Tree farm, while also giving people the chance to purchase something from the market or grab a bite to eat in the new winter themed enclosed Clementina. Woodward Ave, Library St, and Monroe Ave with their creative lighting will help draw visitors and residents alike to our thriving retail corridors.

### What are the projected set-up, event and tear down dates and times (must be completed)?

Begin Set-up Date: 10/15/18 Time: 6:00AM

Complete Set-up Date: 11/12/18

Time: 11:00PM

Event Start Date: 11/13/18 Time: 11:00AM

Event End Date: 2/28/19

Time: 11:00PM

Begin Tearing Down Date: 2/18/18

Complete Tear Down Date: 2/28/19

Event Times (If more than one day, give times for each day):

**Market Hours:** Wed – Thurs: 12pm – 8pm, Fri – Sat: 11am – 9pm, Sun: 11am – 7pm; **Food and Beverage Hours:** TBD based on operator selection

### Section 3- LOCATION/SITE INFORMATION

Location of Event: Capitol Park, Cadillac Square, The Esplanade, Woodward Avenue, Library St. and Monroe Ave.

Facilities to be used (circle):  
Facility

Street

**Sidewalk**

**Park**

City

Please attach a copy of Port-a-John, Sanitation, and Emergency Medical Agreements as well as a site plan which illustrates the anticipated layout of your event including the following:

- Public entrance and exit
- Location of merchandising booths
- Location of food booths
- Location of garbage receptacles
- Location of beverage booths
- Location of sound stages
- Location of hand washing sinks
- Location of portable restrooms

- Location of First Aid
- Location of fire lane
- Proposed route for walk/run
- Location of tents and canopies
- Sketch of street closure
- Location of bleachers
- Location of press area
- Sketch of proposed light pole banners

### Section 4- ENTERTAINMENT

Describe the entertainment for this year's event:

Several ticketed dinners benefitting and featuring local Detroit restaurants and chefs, demo activations, live and atmospheric music in accordance with sound ordinances, kids' activities and games, programming featuring local businesses (examples include yoga, exercise classes, bike maintenance demonstrations and more).

Will a sound system be used? ☒ **Yes** ☐ No

If yes, what type of sound system?

Cadillac: A max of 6 loudspeakers with zone control for source and volume. Capitol: 6 loudspeakers with zone control for source and volume. In both spaces the F&B Operators will be controlling the sound, ensuring that the music is family-friendly and is only on during operating hours. The speakers will be mounted to the pergolas in both spaces. Spec sheets are attached.

Describe specific power needs for entertainment and/or music: 600W

How many generators will be used? TBD on exact numbers at least 1 in Capitol Park and at least 1 in Cadillac Square.

How will the generators be fueled? There will be no on-site fuel storage of Diesel fuel, with the exception of the fuel tanks attached to the portable generators. A fuel truck will service the generators each morning before the market opens to the public. The generator will supply power to the vendor marketplace locations. The generator will be placed in a location where it does not hinder traffic or cause safety issues. The generator will be

secured with barricade panels to halt public access. The power cables crossing any public traffic are covered with cable ramps.

**Name of vendor providing generators:**

Contact Person: Aggreko | Don Gray

Address: 8119 Park Place

Phone: 920-694-0929

City/State/Zip: Brighton, MI 48116

### Section 5- SALES INFORMATION

Will there be advanced ticket sales? ☐ Yes ☒ No

If yes, please describe:

Will there be on-site ticket sales? ☐ Yes ☒ No

If yes, list price(s):

Will there be vending or sales? ☒ Yes ☐ No

If yes, check all that apply:

☒ Food ☒ Merchandise ☐ Non-Alcoholic Beverages ☐ Alcoholic Beverages

**Indicate type of items to be sold:** An RFP has been released for this season's vendor, this was put out on the BedrockDetroit.com website and via Bedrock and xoDetroit social sites, sent out to entrepreneurial services providers (BUILD Institute, LifeLine Business Consulting, ProsperUS) to distribute to their respective contact lists, and to the list of Detroit Demo Day applicants. As of 9/5/18, 197 entrepreneurs have applied (list in attached documentation). Representatives from Bedrock Tenant Relations, OLCF Entrepreneurship and Public Spaces teams will review every application. Preference will be given to Detroit based vendors. Example items from previous seasons include: sunglasses, clothing & accessories, jewelry, home goods, food, book, and make-up.

### Section 6- PUBLIC SAFETY & PARKING INFORMATION

Name of Private Security Company: Rock Security

Contact Person: Pamela Lenoir

Address: 1074 Woodward Ave.

Phone: O: 313-373-0708 C: 313-820-4618

City/State/Zip: Detroit, MI  
48226

Number of Private Security Personnel Hired Per Shift: 1 dedicated to markets in each space + 1 dedicated to F&B in each space (subject to change based on conversation between Rock Security and the Downtown Detroit Partnership to determine what is the appropriate coverage).

Are the private security personnel (check all that apply):

☐ Licensed

☐ Armed

☒ Bonded

How will you advise attendees of parking options?

Visitors will be directed to nearby parking decks and street side parking.

How will your event impact the surrounding community (i.e. pedestrian traffic, sound carryover, safety)?



These activations aim to improve the quality of life of residents in surrounding areas and should not negatively impact pedestrian or visitor traffic. The sound will be atmospheric in the F&B areas and operate on the same schedule as the F&B operations, which is designed not to impede with resident life.

Have local neighborhood groups/businesses approved your event?

☒ Yes ☐ No

Indicate what steps you have or will take to notify them of your event:

We have been working with both City representatives and representatives from DDP to engage with surrounding stakeholders to ensure that the planned activations benefit everyone.

## Section 8- EVENT SET-UP

Complete the appropriate categories that apply to the event **Structure**

How Many?

Size/Height

**\*\*All available spec sheets are included in attached packet\*\***

### Booth (Market Structure)

- |                          |           |  |
|--------------------------|-----------|--|
| • <u>Cadillac Square</u> | <u>12</u> | <u>10' x 13' *each equipped with 2A10BC fire extinguishers</u> |
| • <u>Capitol Park</u>    | <u>9</u>  | <u>10' x 13' *each equipped with 2A10BC fire extinguishers</u> |
| • <u>The Esplanade</u>   | <u>1</u>  | <u>20' x 15' equipped with a 2A10BC fire extinguisher</u>      |

### Tents (enclosed on 3 sides)

- |                          |          |  |
|--------------------------|----------|--|
| • <u>Cadillac Square</u> | <u>1</u> | <u>40' x 155'</u>                          |
| • <u>Capitol Park</u>    | <u>1</u> | <u>size TBD (for Clementina enclosure)</u> |

### Canopy (PERGOLA STRUCTURE)

- |                          |          |   |
|--------------------------|----------|---|
| • <u>Cadillac Square</u> | <u>8</u> | <u>9' 5/16" x 10' x 12'</u>                 |
| • <u>Capitol Park</u>    | <u>2</u> | <u>20' x 40' &amp; 9' 5/16" x 10' x 12'</u> |

## Section 9- COMPLETE ALL THAT APPLY

### Emergency medical services?

Contact Person: DMCAre Express | Terrye Nicholls | Director of Operations | [Terrye.Nicholls@beaumont.org](mailto:Terrye.Nicholls@beaumont.org)

Address: 1600 E. Grand Blvd, Suite 200

City/State/Zip: Detroit, MI 48211

### Name of company providing port-a-johns.

Contact Person: Jay's Sanitation \*\*\*FOOD AND BEVERAGE OPERATOR TO CONTRACT, DETAILS TO FOLLOW\*\*\*

Address: 2787 Greenwood

Phone: (810) 664-8080

City/State/Zip: Lapeer, MI 48446

### Name of company providing maintenance and cleaning?

Contact Person: Bedrock Management Services | Andrea Daniewski | [andreadaniewski@bedrockdetroit.com](mailto:andreadaniewski@bedrockdetroit.com)

Address: 630 Woodward Ave.

Phone: (734) 552-0758

City/State/Zip: Detroit, MI 482

**Name of private catering company? (Cadillac Square)** TBD based on Operations Agreement. See attached. **\*\*RESPONSIBLE FOR PULLING THEIR OWN LIQUOR LICENSE\*\***

Contact Person:

Address:

Phone:

City/State/Zip:

**Name of private catering company? (Capitol Park)** Qualitas Primi LLC / Heirloom Hospitality **\*\*RESPONSIBLE FOR PULLING THEIR OWN LIQUOR LICENSE\*\***

Contact Person: Jeremy Sasson

Address: 1145 Griswold St.

Phone: 249-294-0700

City/State/Zip: Detroit, MI 48226

## SPECIAL USE REQUESTS

List any streets or possible streets you are requesting to be closed. Include the day, date, and time of requested closing and reopening. Neighborhood Signatures must be submitted with application for approval. **Barricades are not available from the City of Detroit.**

Attach a map or sketch of the proposed area for closure.

STREET NAME: Cadillac Square Eastbound Parking Lane

FROM: Bates TO: Woodward

CLOSURE DATES: 10/15/18 to 2/28/19 BEG TIME: 5pm END TIME:

REOPEN DATE: 2/28/19 TIME: 11pm

**OR:**

STREET NAME: Cadillac Square Westbound Parking Lane

FROM: Woodward TO: Bates

CLOSURE DATES: 10/15/18 to 2/28/19 BEG TIME: 5pm END TIME:

REOPEN DATE: 2/28/19 TIME: 11pm

STREET NAME:

FROM:  TO:

CLOSURE DATES:  BEG TIME:  END TIME:

REOPEN DATE:  TIME:

STREET NAME:

FROM:  TO:

CLOSURE DATES:  BEG TIME:  END TIME:

REOPEN DATE:  TIME:

STREET NAME:

FROM:  TO:

CLOSURE DATES:  BEG TIME:  END TIME:

REOPEN DATE:  TIME:

**PLEASE ADD IMPORTANT INFORMATION BELOW AND ATTACH A COPY OF THE FOLLOWING:**

- 1) CERTIFICATE OF INSURANCE**
- 2) EMERGENCY MEDICAL AGREEMENT**
- 3) SANITATION AGREEMENT**
- 4) PORT-A-JOHN AGREEMENT**
- 5) COMMUNITY COMMUNICATION**

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## AUTHORIZATION & AFFADAVIT OF APPLICANT

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understood and agreed to abide by the rules and regulations governing the proposed Special Event, and I understand that this application is made subject to the rules and regulations established by the Mayor or the Mayor's designee. Applicant agrees to comply with all other requirements of the City, County, State, and Federal Government and any other applicable entity, which may pertain to Special Events. I further agree to abide by these rules, and further certify that I, on behalf of the Event agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event, to the City of Detroit.

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Signature of Applicant

Date

NOTE: Completion of this form does not constitute approval of your event. Pending review by the Special Events Management Team, you will be notified of any requirements, fees, and/or restrictions pertaining to your event.

## HOLD HARMLESS AND INDEMNIFICATION

The Applicant agrees to indemnify and hold the City of Detroit (which includes its agencies, officers, elected officials, appointed officials and employees) harmless from and against injury, loss, damage or liability (or any claims in respect of the foregoing including claims for personal injury and death, damage to property, and reasonable outside attorney's fees) arising from activities associated with this permit, except to the extent attributable to the gross negligence or intentional act or omission of the City.

Applicant affirms that Applicant has read and understands the Hold Harmless and Indemnification provision and agrees to the terms expressed therein.

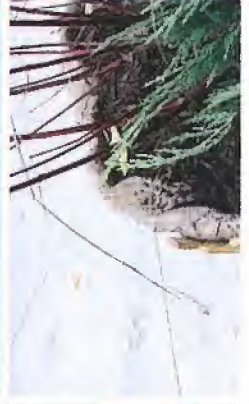
**(Please Print)**

**Event Name:** Winter in Detroit | Markets and Food and Beverage Operations and Holiday Décor **Event Date:** 10/15/18 – 1/31/18

**Event Organizer:** Quicken Loans Community Fund

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_





WINTER IN DETROIT

2018 / 2019





# WHAT'S NEW

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## 1. The Esplanade

- Vendor Carts
- New Archways and Lighting

## 2. Cadillac Square

- Decreasing the number of markets
- Utilizing the area around the Bagley Fountain
- Moving the Back of House to a parking lane to increase usable space within the square

## 3. Capitol Park

- Keeping the current layout of the markets from Summer
- Enclosing Clementina and rebranding to create a more winter theme

## 4. Woodward Ave.

- Vendor Carts
- Updated lighting
- Wayfinding Signage
- Seasonal refresh of planters
- Games

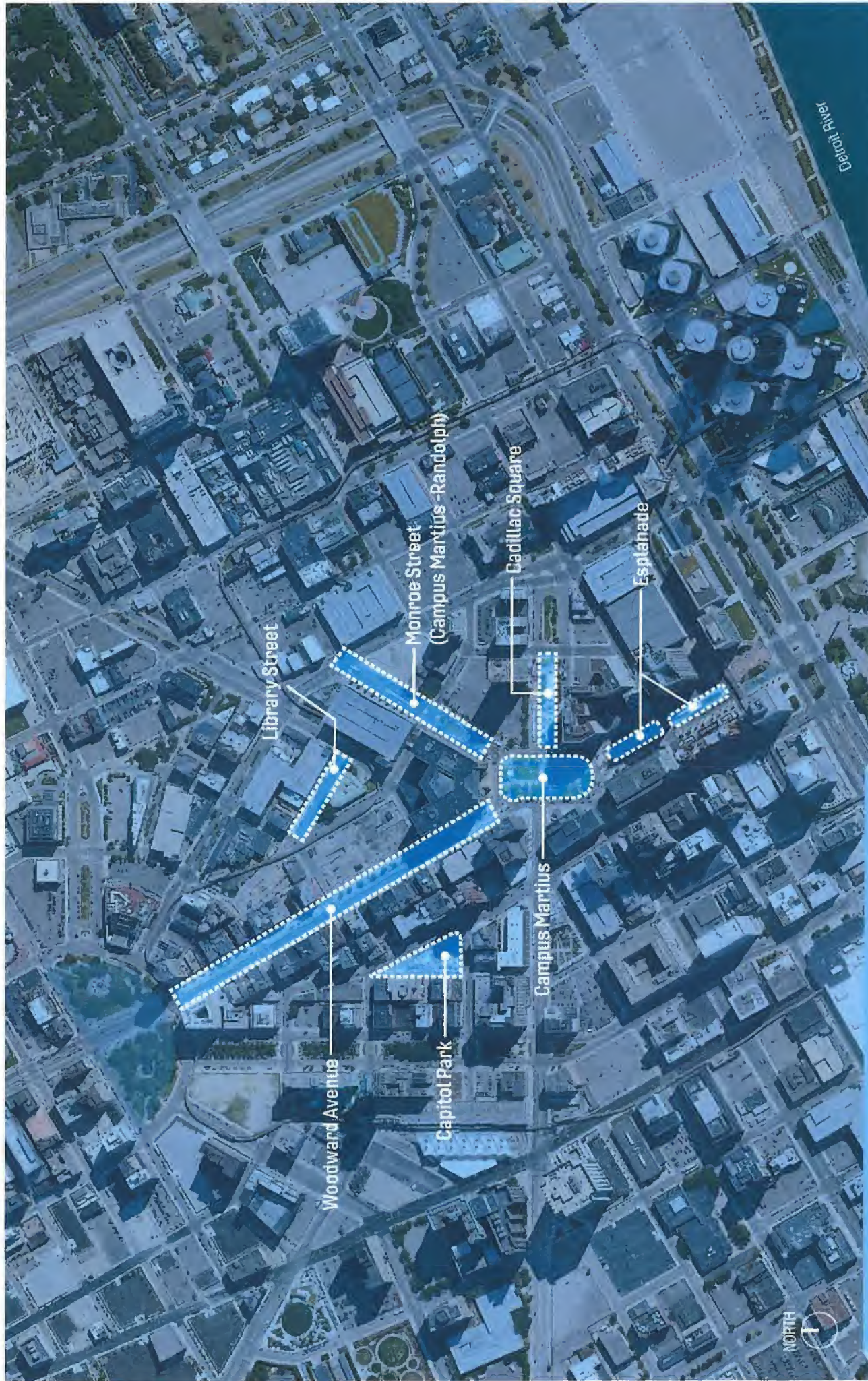
## 5. Library St.

- Adding market lights over sidewalk and street
- Vendor Carts
- Wayfinding Signage
- Games

## 6. Monroe Ave.

- Adding market lights over sidewalk on retail side of street
- Vendor Carts
- Wayfinding Signage
- Games

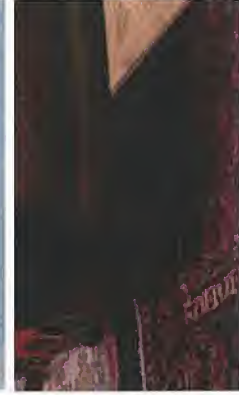








WINTER IN DETROIT  
2018 / 2019





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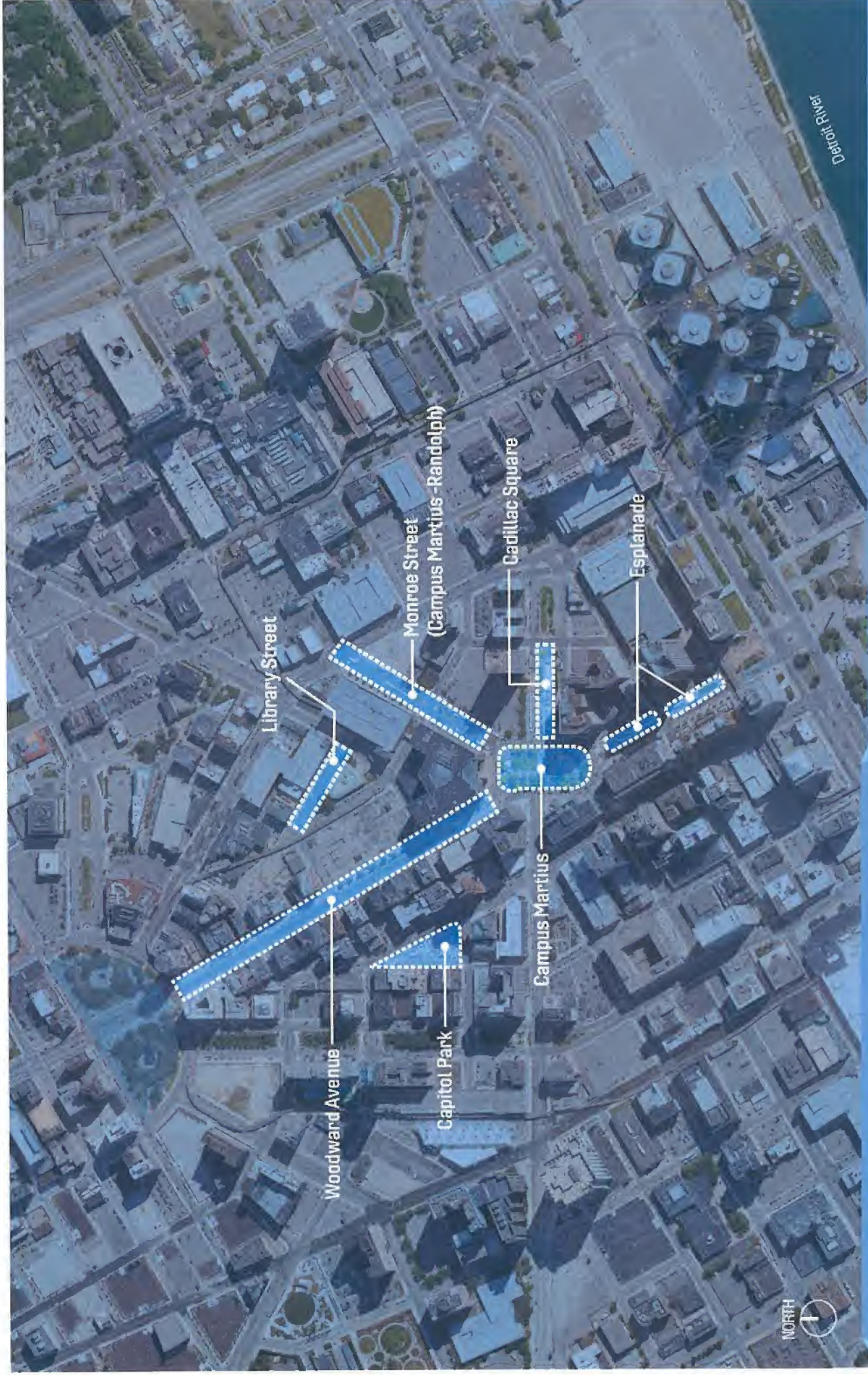
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- Games









# THE ESPLANADE

# The Esplanade



Scale: 1/8" = 1'







# CADILLAC SQUARE

# Cadillac Square







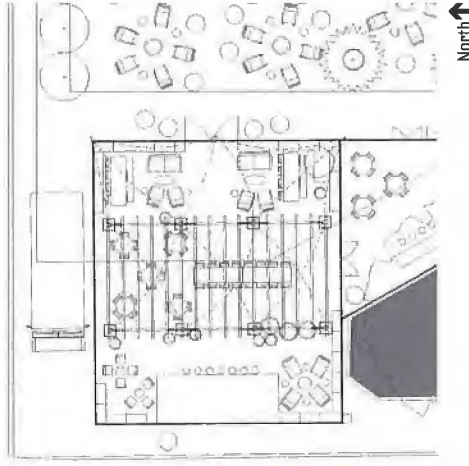
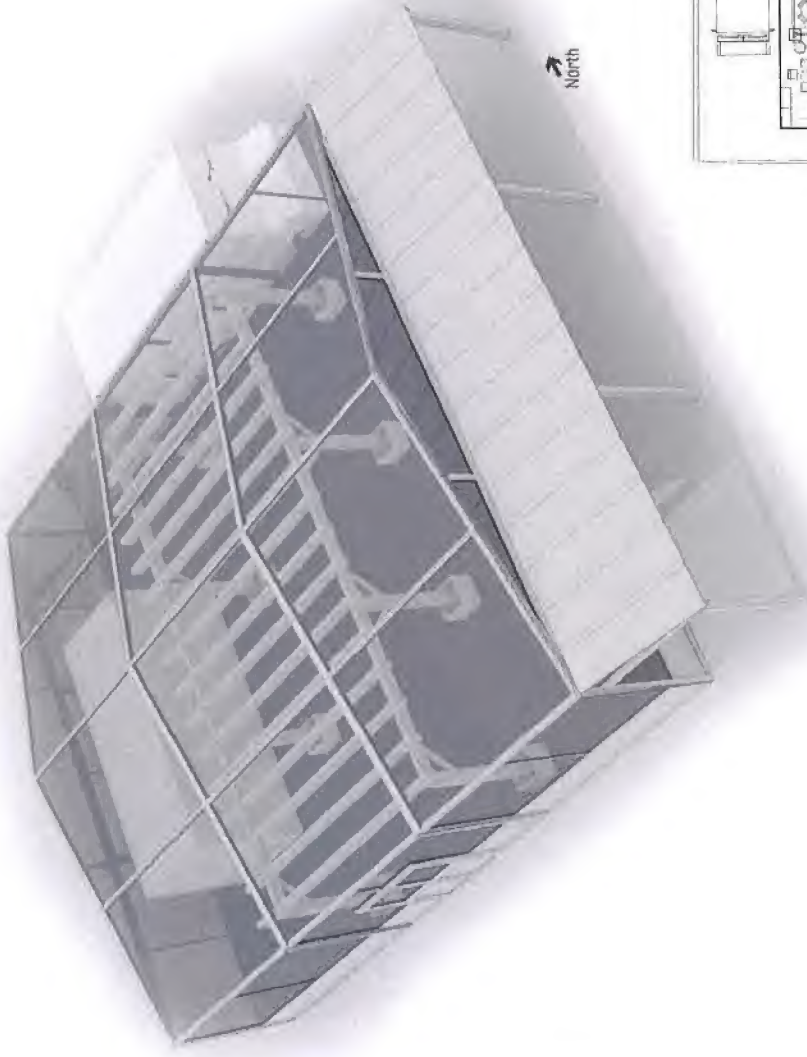
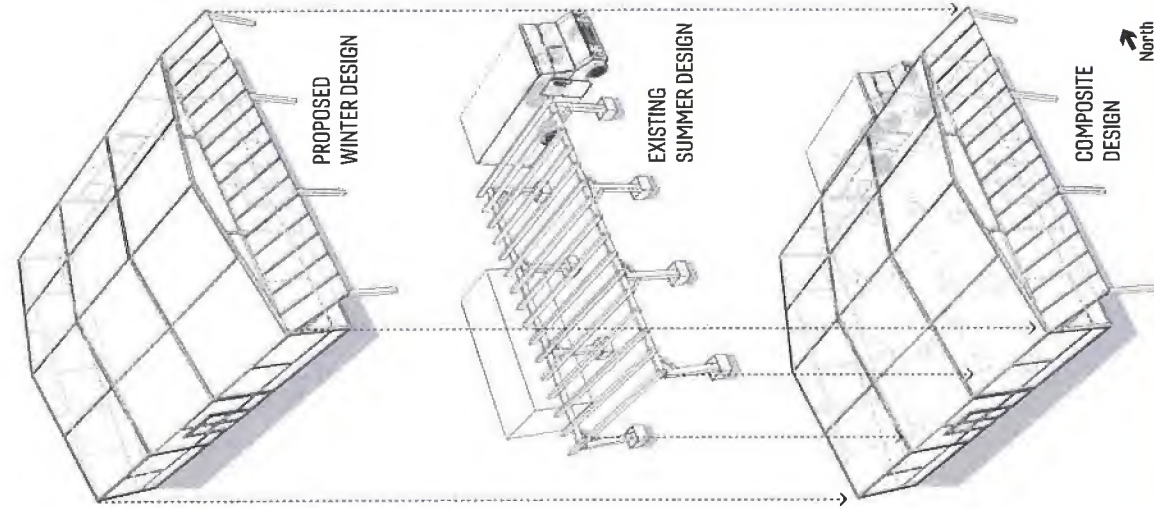
# CAPITOL PARK



# Capitol Park



Scale: 1/175



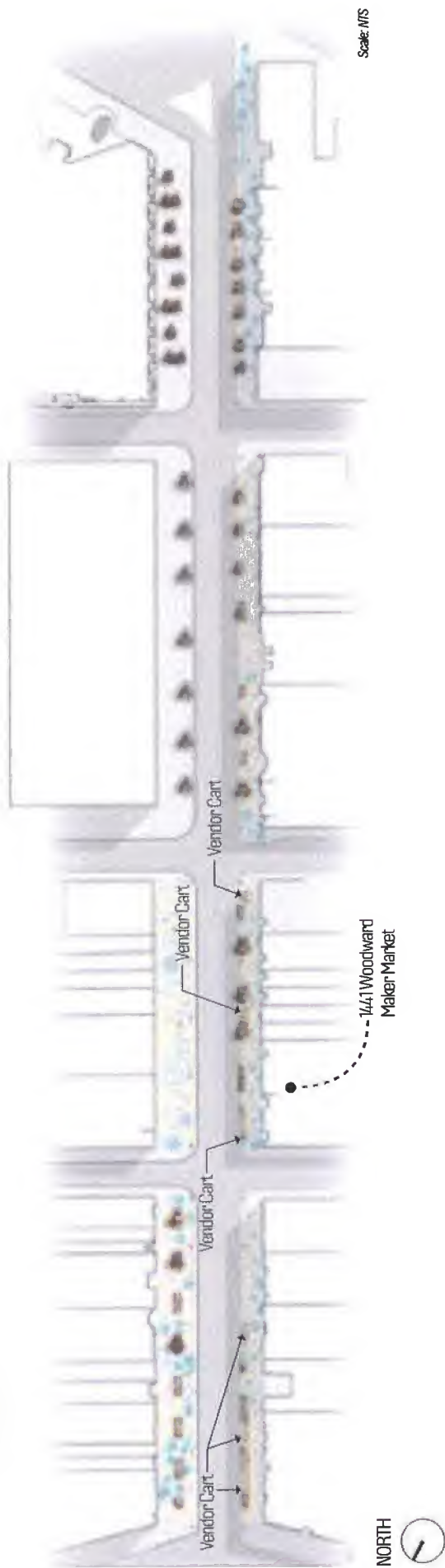




# WOODWARD AVENUE

Woodward Avenue

Snowflake Mural







# LIBRARY STREET



Library Street





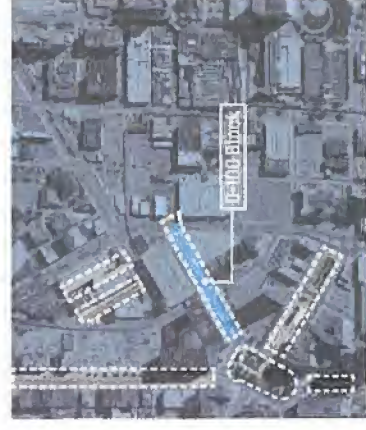
# MONROE AVENUE

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## CAMPUS MARTIUS TO RANDOLPH



# Monroe Avenue : 0 - 100 Blocks





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
07/30/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER MARSH USA INC. ONE TOWNE SQUARE, SUITE 1100 SOUTHFIELD, MI 48076  CN101757535--CasP-18-20 QLI	CONTACT NAME:	
	PHONE (A/C, No., Ext):	FAX (A/C, No.):
INSURED Quicken Loans Inc. and its subsidiaries 1050 Woodward Avenue Detroit, MI 48226	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A : Great Northern Insurance Company	
	INSURER B : N/A	
	INSURER C : N/A	
	INSURER D : N/A	
INSURER E :		
INSURER F :		

**COVERAGES**

CERTIFICATE NUMBER:

CHI-009025653-08

REVISION NUMBER: 3

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b>  <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER. <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER	X		3602-83-97	07/31/2018	07/31/2019	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
							MED EXP (Any one person)	\$ 10,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
	<b>AUTOMOBILE LIABILITY</b>  <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	<b>UMBRELLA LIAB</b> <b>EXCESS LIAB</b>  DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>	
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

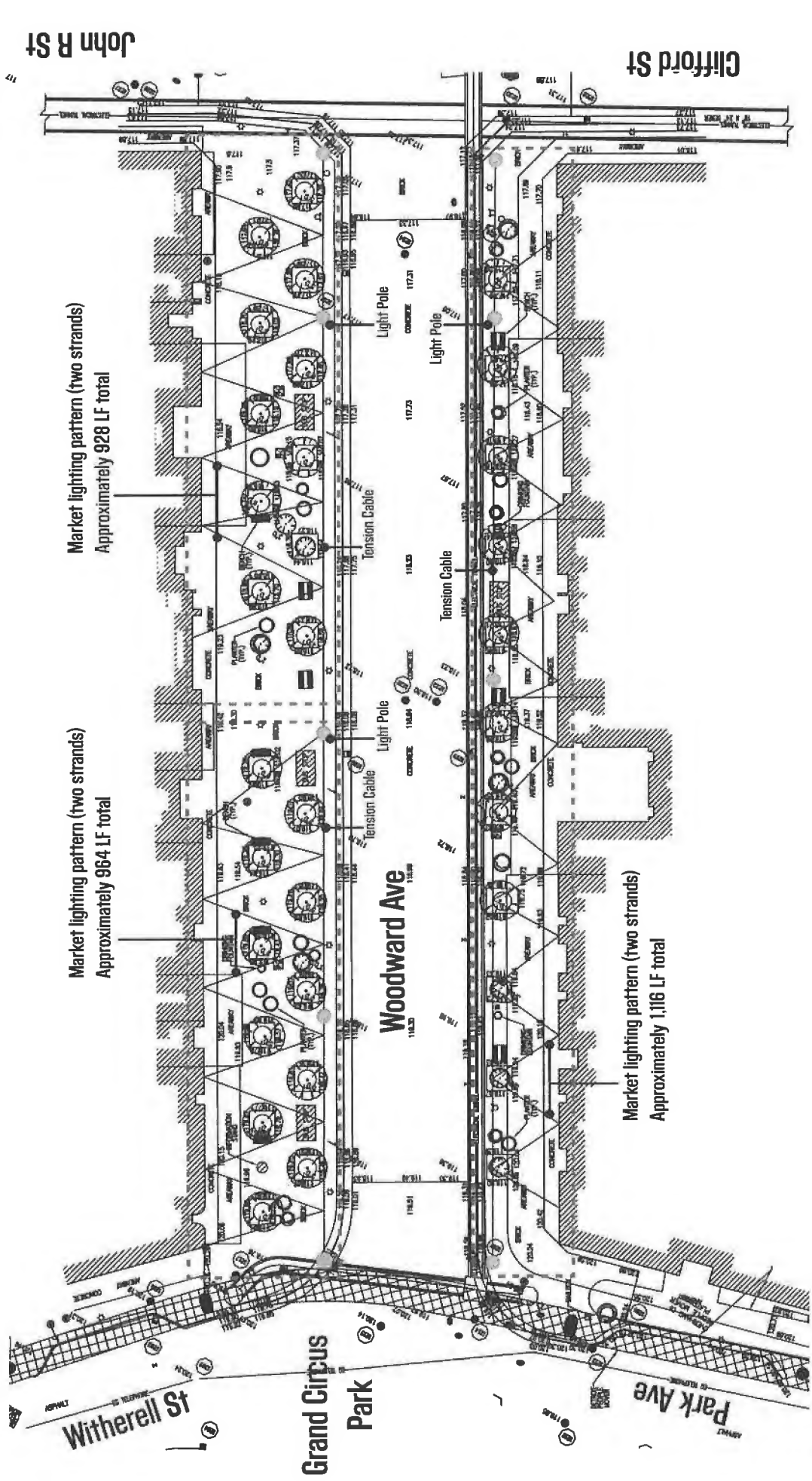
Re: Grand Circus Park - League Z Games Event

Detroit 300 Conservancy and City of Detroit is/are included as additional insured where required by written contract.

**CERTIFICATE HOLDER****CANCELLATION**

Detroit 300 Conservancy and The City of Detroit 1 Campus Martius, #380 Detroit, MI 48226	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE of Marsh USA Inc.  Manashi Mukherjee <i>Manashi Mukherjee</i>

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Market lighting pattern (two strands)  
Approximately 928 LF total

Market lighting pattern (two strands)  
Approximately 964 LF total

Woodward Ave

Market lighting pattern (two strands)  
Approximately 1,116 LF total

Clifford St

John R St

Grand Circus  
Park

Park Ave

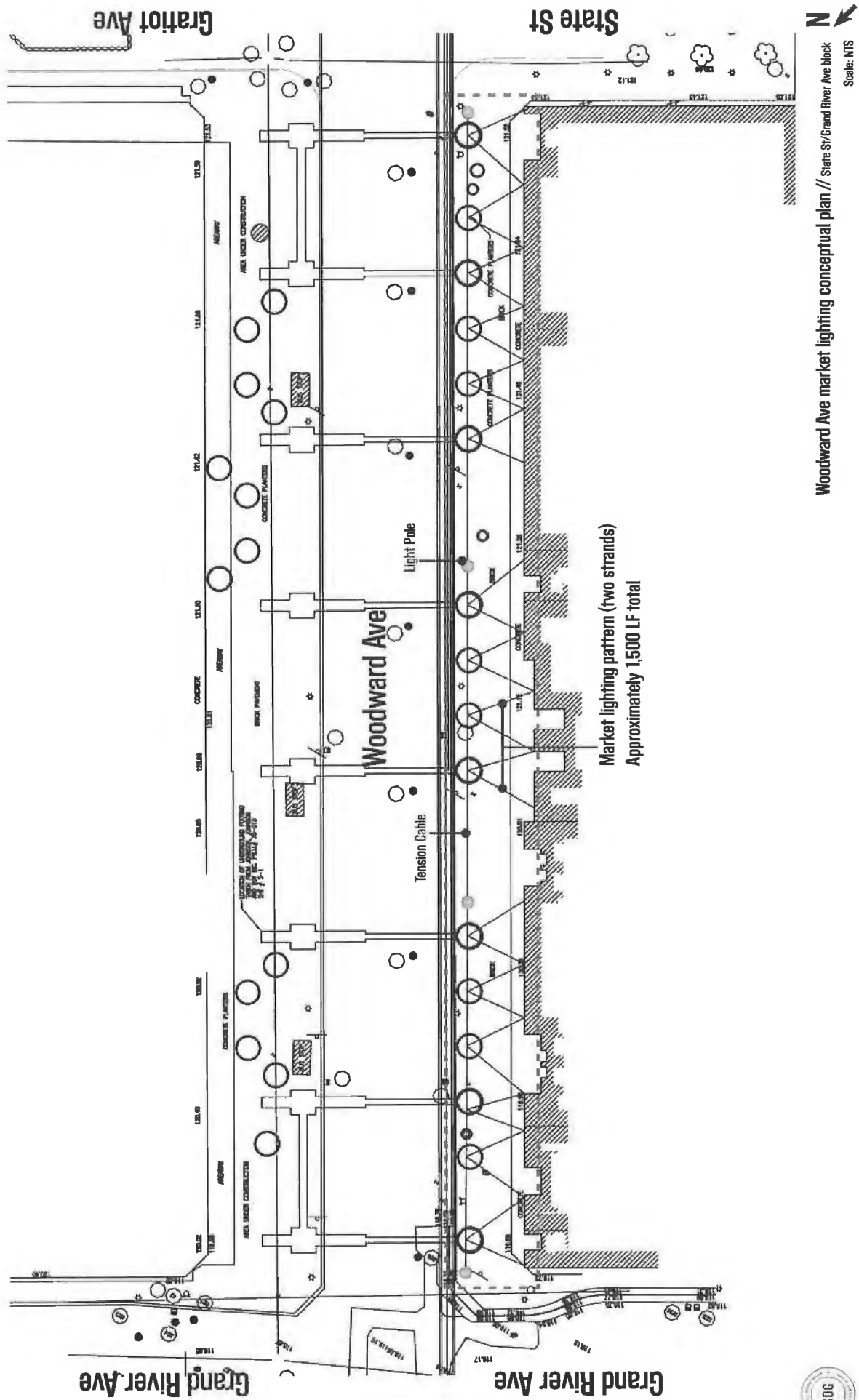
Witherell St

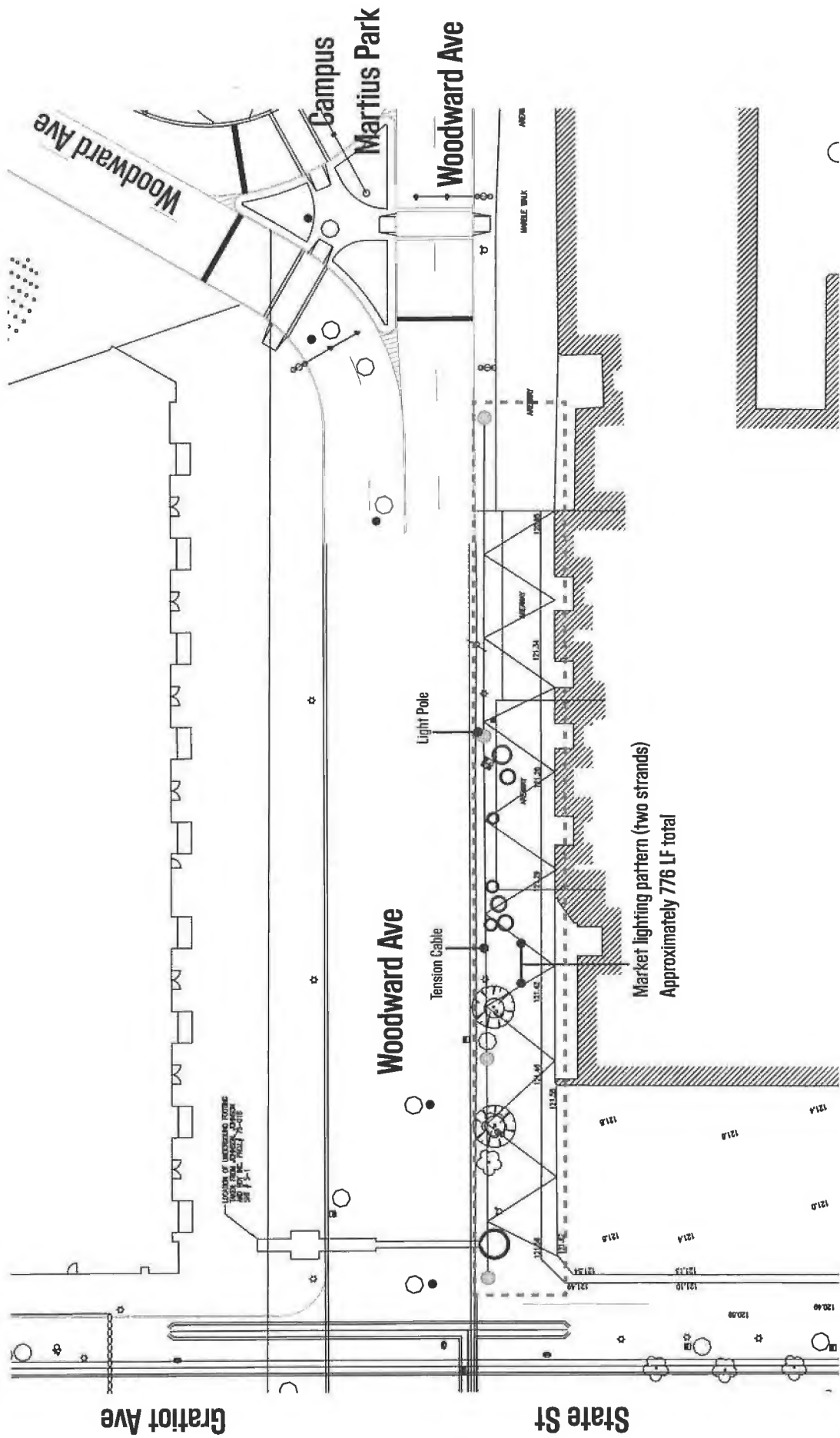


Woodward Ave market lighting conceptual plan // Clifford St/Park Ave block  
Scale: NTS









Woodward Ave market lighting conceptual plan // State St/Campus Martius Park block  
Scale: NTS



**Subject:** Winter Activations  
**Date:** Wednesday, August 29, 2018 at 3:25:24 PM Eastern Daylight Time  
**From:** George, Francesca (Frenchy)  
**To:** Peterson, Kraig, Chamberlin, Cayla, Luckoff, Howard, Daniewski (KACZMAREK), Andrea  
**CC:** Frontiera, Shana  
**Attachments:** image001.jpg

Cayla,

We are happy to assist the Quicken Loans Community Fund in its collaboration with the Downtown Detroit Partnership (DDP) on the markets that are being activated in Cadillac Square, and Capitol Park for the winter season. We understand that portions of the markets are expected to open in November of 2018 and may remain open into January 2019. During the period that the markets are open, Bedrock plans to cause on behalf of the Quicken Loans Community Fund, cleaning and maintenance service to be provided to the greenhouse market areas and food and beverage areas, other than the food truck operator areas. With teamwork, we are confident that this will be the best winter Detroit has seen yet!

Thank you,  
Francesca George



**Francesca George**  
*Director of Tenant Relations & Experience*

>>>

**O** 313-373-8613 **M** 248-302-5400

**E** [francescageorge@bedrockdetroit.com](mailto:francescageorge@bedrockdetroit.com)

630 Woodward Ave, Detroit MI 48226

BedrockDetroit.com

# Lighting for Weddings/Parties/Tent Events (E27, LED)

## LED S14 Bulbs, 0.65W, Medium Base (E27), 16 LEDs, Smooth Plastic Shell NEW!

LED S14 Sign Bulb, 16 LEDs, 130V, E27 medium base, shatter-resistant plastic shell

(MED) (LED) (PLA)

Part #	Color	Packaging+
LDSMS14PW	Cool White	25/250
LDSMS14SWW	Sun Warm White	25/250

\*Ideal for temporary applications such as weddings/special events requiring frequent installations and take downs.\*



Thick, shatter-resistant plastic

LED S14, smooth plastic, sun warm white

- Non-dimmable and dimmable available (use only LED-compatible dimmers)
- Shatter-resistant, smooth plastic shell
- Manufactured by Minleon International
- 1 year limited factory warranty
- Not UL listed
- Length: 3-1/2" Diameter: 1-3/4"
- Good replacement for 15W incandescent bulbs
- 0.65W (non-dimmable)/1.5W (dimmable) actual power consumption, but use 2W for installation calculation purposes
- Average life hours: 30,000



# CADILLAC SQUARE

WINTER 2018 / 2019 : Lodge Restaurant



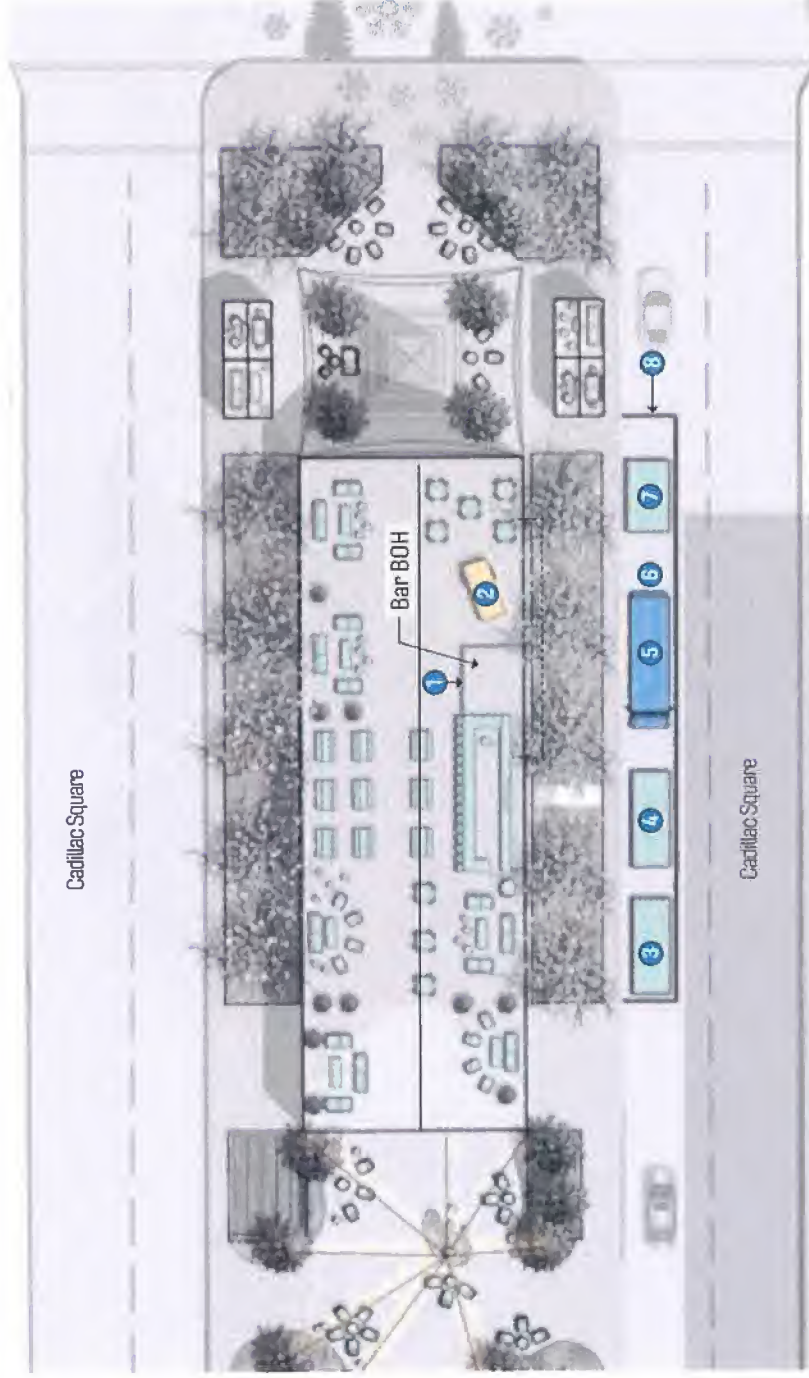
## Cadillac Square : Lodge and Restaurant

### Cadillac Square : New Items

- 1 Bar back of house and screen  
*This will be a built element to match the existing back of bar.*
- 2 Moveable food cart  
*Seasonal rental*
- 3 8' x 20' Shipping Container Storage  
*Seasonal rental*
- 4 8' x 20' Walk in Refrigerator  
*Seasonal rental*
- 5 Food Truck  
*Seasonal rental*
- 6 Propane for heated tent and kitchen  
*For whole season*
- 7 Restrooms  
*Seasonal rental*
- 8 Screen for BOH and restrooms  
*Does not include installation*

### Miscellaneous Items

- Decor, Set Up, Curation



**Cadillac Square** : West Block









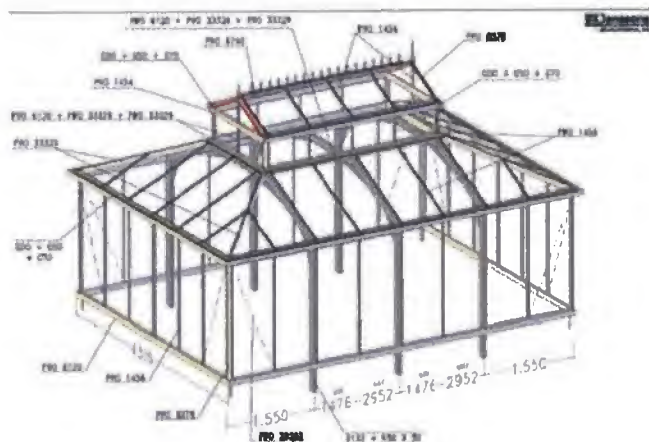
Cadillac Square - Last Year





FF&amp;E

**Market Huts 20' x 15'** 20' x 15' Market Huts (1 Unit total)



- Model: Cathedral
- Nominal size: 20' width x 15' length
- Dimensions: 19' 10" width x 15' length x 12' 2" height
- Second level roof nook dimensions: 5' 4" width x 10' 2" length
- First gutter height: 6' 8"
- First ridge height: 9' 1"
- Second gutter height: 10' 9"
- Second ridge height: 12' 2"
- Frame color: your choice of beige, black, dark blue, dark green, dark grey, or white
- Floor space: 298 sq. ft.
- Roof vents: 4 with automatic openers
- Louver window
- 2 top hanging side windows
- 4mm tempered safety glass that is completely clear and thicker than typical greenhouses
- Vertical glass comes in single pieces for a more seamless look
- Glass is held in place tightly with rubber seals to prevent heat loss
- Heavy duty aluminum frame
- 2 heavy gauge 2 3" x 5.2" aluminum re-enforcement supports (going from front to back)
- 1 heavy gauge 2 3" x 4" aluminum horizontal roof support frame
- Paint is electrostatically-applied to frame for a thicker application and better coverage
- Designed to withstand inclement weather
- Aluminum-clad, swinging double doors have 56.5" wide opening for easy ingress and include a lock
- Single sliding door on side with lock
- Tall sidewall height gives plenty of working room inside the greenhouse without having to stoop and more room for shelving
- Gutter and downpipes included to divert rainwater away from the foundation
- Includes condensation gutters on the interior
- Stainless steel fasteners withstand the elements
- Includes decorative roof finials
- Integrated base frame
- 1 ULV & GS tested and approved, which is similar to UL testing & listing



# Lighting for Weddings/Parties/Tent Events (E26/E27)

## Commercial-Grade Heavy-Duty Light Strings, Medium Base Sockets

- Designed for year-round, outdoor use or temporary use requiring constant installations and take downs
- Heavy-duty 16AWG SPT-2 wire is robust enough for commercial use, but light enough for easy installation
- PVC encapsulated sockets with brass contacts are resistant to UV sunlight exposure
- Sockets are designed to ensure a snug, weather-resistant seal around lamp bases
- Recommended maximum wattage per medium base socket: 15 Watts
- Maximum run per circuit: 960 Watts (8 Amps) for 48 ft., 54 ft. and 106 ft.; 1,200 Watts (10 Amps) for 330 ft.
- The 48 ft. string includes a 1 ft. lead and a 1 ft. tail
- The 54 ft. and 106 ft. strings include a 6 ft. lead from the male plug to the first socket
- **Not UL listed (only wire and plugs are UL components)**
- **Light bulbs sold separately**
- **48 ft. string is end-to-end connectable; 54 ft. and 106 ft. strings are NOT end-to-end connectable**



Suspended Medium Base Sockets with 11S14 Light Bulbs (clear)



Suspended Medium Base Socket with A15 Light Bulbs (frosted)



In-Line Medium Base Socket with LED S14 Classic Light Bulb (warm white)

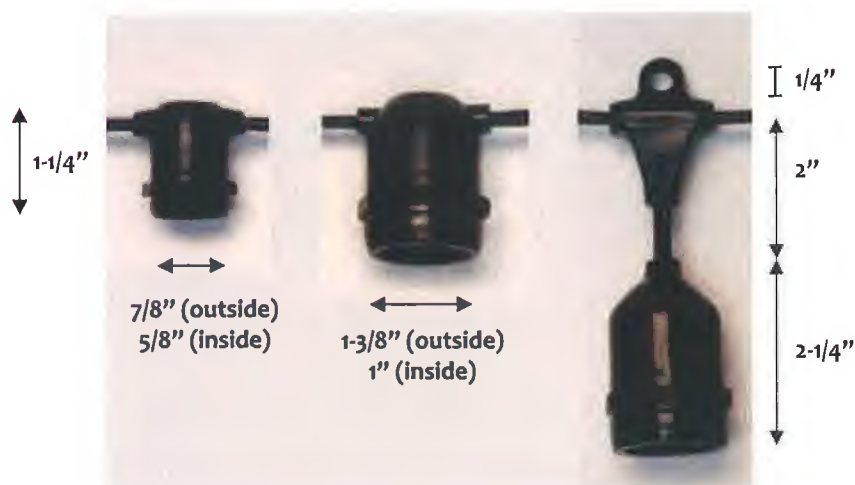


In-Line Medium Base Socket with 11S14 Light Bulb (clear)

Intermediate Base  
In-line Socket  
(see pg. 28)

Medium Base  
In-line Socket  
(see pg. 19)

Medium Base  
Suspended Socket  
(see pg. 19)



The medium base **SUSPENDED SOCKET** drops a few inches from the main wire, and allows for cables to be attached to the eyelets using zip ties or other similar accessories. Note the eyelet hole is perpendicular to the main wire.



## AcousticDesign™ Series AD-S12

Small format, surface  
mount loudspeaker

### Features

- DMT™ (Directivity Matched Transition) ensures smooth, uniform frequency response over the coverage area
- X-Mount™ system enables the loudspeaker to be easily installed and deployed at a variety of angles with no slippage over time
- Advanced voicing filter sets using QSC Intrinsic Correction™, available through either Q-Sys processing or CXD amplifier platforms
- Lightweight ABS enclosures offer long-term durability and lasting good looks
- Sealed input panel cover and powder coated aluminum grilles for added weather resistance
- Meets IEC60529 IP-54 for dust and splash resistance
- M10 fittings for optional yoke mount or suspended installations
- Available in black (RAL 9011) or white (RAL 9010)
- Complete EASE, CAD & BIM information available online



X-Mount™ (included)

**Restaurant • Retail • Audio Visual • Education • Concourses • Casinos •  
Transportation Terminals • Worship Facilities • Large System Ancillary Support**

The QSC AcousticDesign™ AD-S12 is a surface mounted low impedance, 12" two-way loudspeaker system, ideally suited for a wide variety of foreground and background sound reinforcement applications.

AcousticDesign™ series offers integrators a premium quality installed sound solution where performance, coverage, and aesthetics are paramount. Combined with unprecedented ease-of-installation and high weather resistance, the AcousticDesign™ series provides integrators a versatile and confident install solution.

The AD-S12 features a high quality 12" weather treated paper cone woofer on a 2.5" voice coil. A carefully selected 1" exit, 1.4" compression driver perfectly matches the sensitivity and performance of the woofer for outstanding full-range reproduction.

Consistent and even 75° axisymmetric (conical) coverage is achieved through DMT™ (Directivity Matched Transition), a QSC innovation which matches the directivity patterns of the woofer and the high-frequency waveguide at the crossover point. The result is a coherent transition between transducers and improved off-axis response.

With rugged ABS enclosures, sealed input panel covers, and powder-coated aluminum grilles for weather resistance, the AcousticDesign™ surface mounted series exceed IEC60529 IP-54 ratings for dust and splash resistance.

Installers will appreciate the award-winning X-Mount™ system included with each full-range AcousticDesign™ model. This ingenious mounting solution achieves unprecedented ease-of-installation in horizontal, vertical, wall, or ceiling deployments. Knurled surfaces at the pivot planes ensure the load will not drift or sag over time. Articulation marks allow preconfiguration of the X-Mount™ while on the ground with no special tools required. Once secure, the loudspeaker installs in seconds, allowing the installer to work safer, smarter, and faster with repeatable results.

The AD-S12 also includes M10 fittings for optional yoke mount (YMS12) or shoulder eyebolt (M10 Kit-C) accessories for installation versatility.

To further enhance performance and speed of install with optimum result, advanced voicing filter sets using QSC Intrinsic Correction™ techniques are obtainable using Q-Sys networked audio processing platforms, including CXD amplifiers for a complete QSC systems solution.

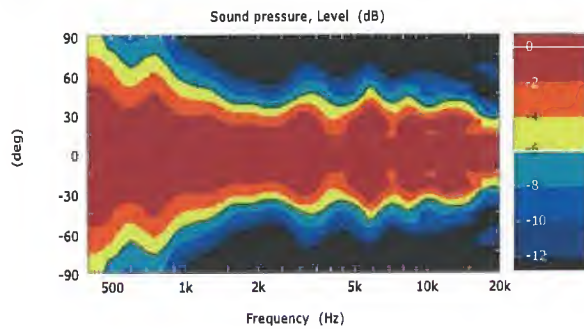
The AcousticDesign™ series feature a stylish appearance free of obtrusive logo adornments for aesthetically sensitive installations. AcousticDesign™ surface loudspeakers are available in QSC standard black (RAL 9011) or white (RAL 9010) and may be painted to match any decor.

To assist in successful systems integration, complete EASE, CAD, and BIM files are available for online download at QSC.com.

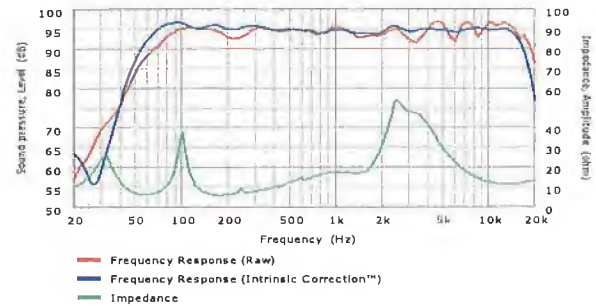


# AD-S12 Details

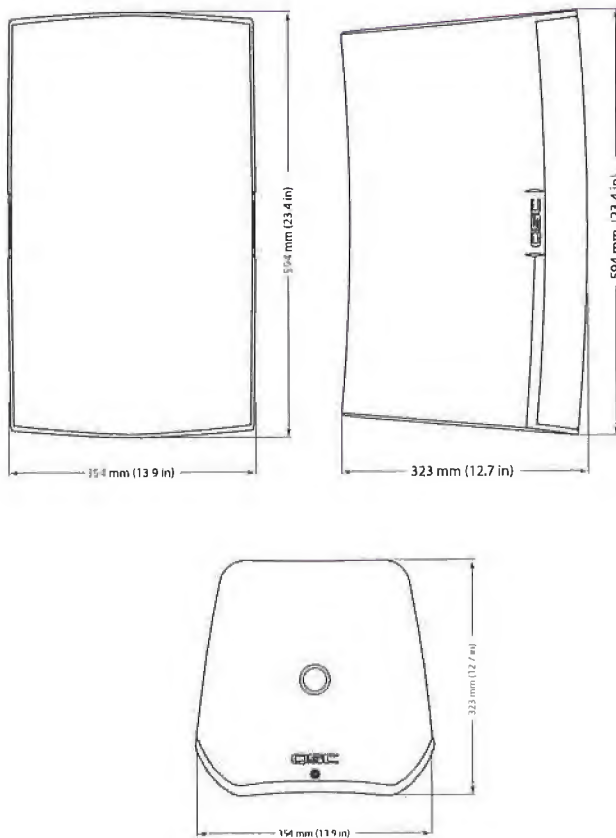
## Horizontal Contour:



## Impedance / Frequency Response:



## Dimensions:



## Specifications:

System Details	AD-S12
Effective frequency range <sup>1</sup>	52 – 20k Hz
Rated noise power / voltage <sup>2</sup>	300 watts / 50 volts (rms)
Broad-band sensitivity <sup>3</sup>	95 dB SPL
Coverage angle (-6 dB)	75°
Directivity factor (Q)	12
Directivity Index	11 dB
Maximum continuous SPL <sup>4</sup>	120 dB
Maximum peak SPL <sup>4</sup>	126 dB
Rated impedance	8 ohms
Recommended amplifier power	600 watts
HF transducer	1" exit / 1.4" voice-coil compression driver
LF transducer	12" weather resistant paper cone woofer, 2.5" / 64 mm voice-coil
Input connector type	Euroblock connector with parallel output
Enclosure material	Painted ABS polymer
Grille material	Powder coated aluminum
X-Mount material	Powder coated aluminum
Enclosure Details	
Ingress protection	IP-54
Operating environment	Designed for indoor and outdoor use
Testing	The AD Series loudspeakers qualified for outdoor use using the following tests:  Salt fog: MIL-STD-810G Method 509.5 for 100 hrs.  Humidity: MIL-STD-810G Method 507.5, Natural cycle B2, cyclic high RH for 7 days  High and low temperature: tested to QSC internal standards between -20° and 50° C
Operating Temperature Range	-20 to 50 °C / -4 to 122 °F
Net weight	35.2 lb / 16 kg
Product dimensions	23.4" x 13.9" x 12.7" (594 x 354 x 323 mm)
Shipping weight	46.3 lb / 21 kg
Shipping dimensions:	34.5" x 17.9" x 17.2" (765 x 455 x 437 mm)
Included accessories	X-Mount mounting system, euroblock connector, input panel cover
Optional accessories	YMS12 yoke mount, M10 Kit-C

<sup>1</sup> Free-field, -10 dB from on-axis sensitivity

<sup>2</sup> IEC60268-1 noise signal for 2 hours

<sup>3</sup> On-Axis, free-field sensitivity, 2.83V, 1 m

<sup>4</sup> Calculated from rated noise voltage and sensitivity

As part of QSC's ongoing commitment to product development, specifications are subject to change without notice.

# QSC

1675 MacArthur Boulevard • Costa Mesa, CA 92626 • Ph: 800/854-4079 or 714/957-7100 • Fax: 714/754-6174

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AD-S12 Spec Sheet 03/01/2018



Recycling symbol





134 S. Main Street, Suite 1, Freeland, Michigan 48023  
Office: 989-692-5034

November 9, 2017

Mr. Jeff Wilson  
Johnathan Witz and Associates  
301 W. 4<sup>th</sup> Street LL 150  
Royal Oak, Michigan 48067

**RE: Prop. Junior – Orangerie Aluminum Green House Structure – Cadillac Square  
Winter Magic Season 2017  
Detroit, Michigan**

Dear Jeff,

The proposed temporary structure, scheduled for installation from November 17, 2017 until January 17, 2018, has been reviewed as presented and meets the following:

The Orangerie Aluminum Green House Structure, in accordance with MBC 2015 and ASCE 7-05, for use in regions with 90 mph basic wind speed, 3-second gust, Exposure category B (urban and suburban terrain) Mean recurrence interval of 2.5 years. Occupancy of the structures should not occur if measurable snow on the structures occur. Temporary structure anchoring points shall be reviewed on a daily basis and reset as needed during the installation period.

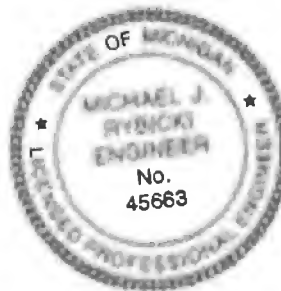
Design is in compliance with MBC 2015- Chapter 16

Please do not hesitate to call if there are questions on this review

Sincerely,

*MLR*

Michael J. Rybicki, P.E. (#45663)  
MLR Engineering



## **hollingsworth pack** **austin**

civil engineering  
structural engineering  
construction management  
environmental engineering

Mr. R. Andrew Cook  
Exaco Trading Co.  
10203 Metropolitan Drive  
Austin, TX 78758-4944  
<http://www.exaco.com>

November 17, 2017

### **Structural Certification Letter**

Junior-T Orangerie Greenhouse  
Manufactured by Janssens AluSystems in Belgium

Hollingsworth Pack has performed a structural analysis of the Junior-T Model Orangerie Greenhouse to determine compliance with the International Building Code, which has been adopted by State and Local governments across all U.S. States and Territories. The Junior-T Model Orangerie is a pre-fabricated aluminum greenhouse covered with 4mm thick tempered glass panels. A photograph of the greenhouse can be found in the appendix of this letter.

3801 S Congress Ave. Ste 110  
Austin, Texas 78704  
Tel: 512.275.6060

Based upon our analysis, we have concluded that the greenhouse as currently installed by Exaco Trading Co. is adequate to support the following loads per the 2015 International Building Code:

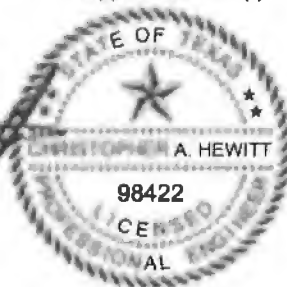
Wind Load: 120 MPH (3-second gusts)  
Snow Load: 35 PSF (ground-snow load)  
Roof Live Load: 20 PSF

Our structural analysis and conclusions assume that the greenhouse is installed with a minimum 8"x16" tall concrete beam or solid-grouted masonry foundation continuous below the perimeter of the greenhouse walls. The greenhouse should be anchored to the foundation with (8) mounting brackets attached to the greenhouse frame, as specified in the "EOS Junior-T Mounting Instructions" document to resist overturning and uplift wind forces.

If you have any questions regarding the matters addressed, or if additional information is required, please do not hesitate to contact us. We appreciate the opportunity to be of service.

Respectfully Submitted,  
Hollingsworth Pack

Chris A. Hewitt, PE, SE  
Associate Partner



Albert L. Linares, EIT  
Project Engineer

3801 S Congress Ave. Ste 110

## **hollingsworth pack** **austin**

800.541.8888  
www.hollingsworthpack.com  
10000 N. Mopac Expressway, Suite 1000  
Austin, TX 78753

### **A. Photograph of Assembled Greenhouse**



CHEali 2017.11.17



FF&E

Market Huts 10' x 13' 10' x 13' Market huts (20 units total)



- Model: J-ORA
- UPC code: 017783951344
- Nominal size: 13' width x 10' length
- Dimensions: 13' width x 10' 3" length x 8' 2" peak height
- Sidewall height: 5' 2"
- Color: black (RAL9005m)
- Floor space: 116 sq ft
- Roof vents: 2, including one with automatic opener
- 4mm tempered 'Hortiplus N' safety glass that is completely clear, energy efficient, and thicker than that of typical greenhouses
- Vertical glass comes in single pieces for a more seamless look
- Glass is held in place tightly with rubber seals to prevent heat loss
- Heavy duty aluminum frame
- Paint is applied to frame via powder coating for a thicker application and better coverage
- Designed to withstand inclement weather
- Aluminum-clad, sliding door is 28" wide x 72" tall
- Tall sidewall height gives plenty of working room inside the greenhouse without having to stoop and more room for shelving
- Integrated 3" foundation frame
- Gutter and downpipes included to divert rainwater away from the foundation
- Includes condensation gutters on the interior
- Stainless steel fasteners withstand the elements
- Includes decorative roof finials
- T.U.V. & GS tested and approved, which is similar to UL testing & listing
- Beautiful design to fit any garden
- Note: Some images may show the greenhouse with the optional accessory kit or items such as tables and chairs which are not included
- Note: Please be sure to check your local building code for any required permits
- Note: All Janssens greenhouses are special ordered from Exaco and individually inspected and packed with a 4 to 6 week lead time and so can not be returned; please let us know if you have any questions at all
- Ships in one 40" x 48" x 69" carton on one large pallet via motor freight along with one 14' long box
- Imported from Belgium by Exaco Trading Co. and shipped from their Austin, TX warehouse

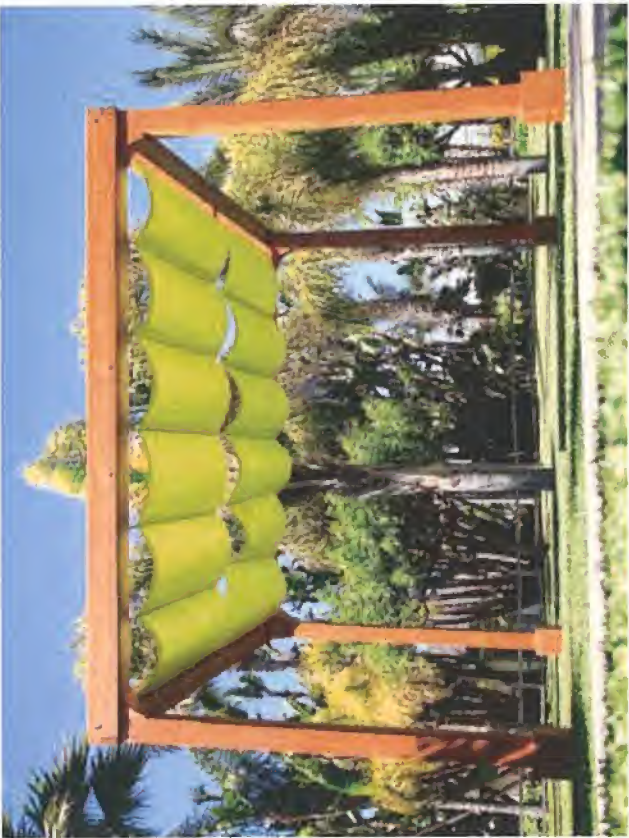
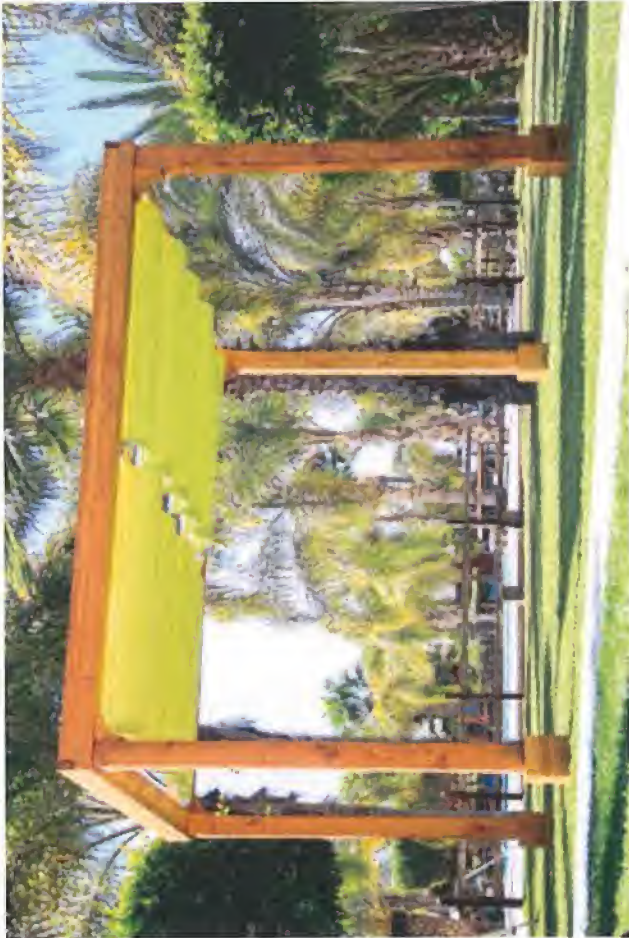


FF&E

Capitol Park

Pergola structure with retractable awning

Size:	Quantity:	Color:	Manufacturer:	Type:	Weight:
20' x 40'	1	Natural Wood	Forever Redwood	n/a	3,000 lbs



\*Material may change at time of purchase



FF&E  
Pergola Structure

Pergola Structure (8 units total)



Features

Product Type	Gazebo
Design	Permanent
Roof Material	Aluminum
Frame Material	Wood
Frame Finish	Brown
Wood Construction Type	Solid wood
Wood Construction Type Details	Cedar
Wood Species	Cedar
Year-Round Use	Yes
Weather Resistant	Yes
UV Resistant	Yes
Rot Resistant	Yes
Rust Resistant	Yes
Mildew Resistant	Yes
Country of Manufacture	China

Weights & Dimensions

Overall	9' 1 5/16" H x 10' W x 12' D
Overall Product Weight	535 lb.

- 6" x 6" Posts with classic plinths
- Height from the ground to the top of the supporting posts: 89.5"



#### STEP 1:

Place the anchor where it will be needed near the ground as shown.



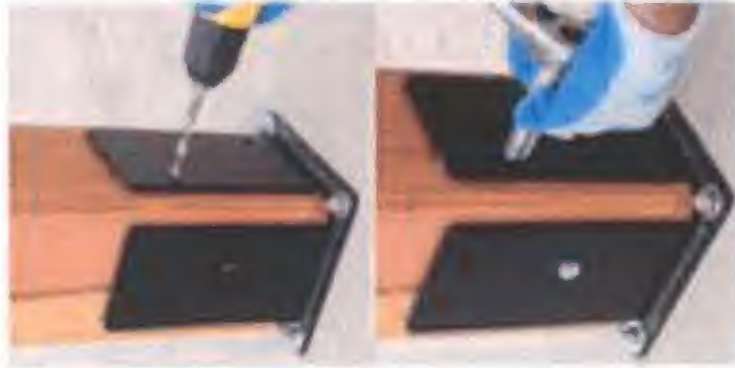
#### STEP 2:

Drill for holes as shown 1/2" wide hole 4" deep and hit down the anchor bolts (1/2" x 4") with a hammer. Then take off the nut before you place the metal anchor (note: for wood deck use lag bolts).



#### STEP 3:

Place and attach metal anchor to concrete with anchor bolt (1/2" x 4") and place the post.



#### STEP 4:

Attach post to metal anchor with lag bolts (1/2" x 4")



#### STEP 5:

Place the second board over the anchor, fasten it with the screws.

2018-09-24

536

536      *Petition of Quicken Loans Community Fund, request to hold "Winter in Detroit Markets, Food & Beverage Operations & Holiday Decor" at Various locations on 11/13/18 - 2/28/19, with openings/closings @ various times and multiple street closures.*

**REFERRED TO THE FOLLOWING DEPARTMENT(S)**

- MUNICIPAL PARKING DEPARTMENT    MAYOR'S OFFICE
- DPW - CITY ENGINEERING DIVISION    BUSINESS LICENSE CENTER
- BUILDINGS SAFETY ENGINEERING    POLICE DEPARTMENT
- FIRE DEPARTMENT    TRANSPORTATION DEPARTMENT





**OFFICE OF CONTRACTING  
AND PROCUREMENT**

September 27, 2018

HONORABLE CITY COUNCIL:

The Purchasing Division of the Finance Department recommends a Contract with the following firm(s) or person(s):

6000468      38.42% Grant Funding, 61.58% State Funding – AMEND 2 – To Provide Fiduciary Services for the Department of Health. – Contractor: Southeastern Michigan Health Association – Location: 200 Fisher Blvd, 3011 West Grand Blvd, Detroit, MI 48202 – Contract Period: Upon City Council Approval through February 19, 2019 – Contract Increase: \$0.00 – Total Contract Amount: \$41,855,581.00. **HEALTH (*This Amendment is for an Increase in Time Only.*)**

Respectfully submitted,

Boysie Jackson, Chief Procurement Officer  
Office of Contracting and Procurement

**BY COUNCIL MEMBER BENSON**

**RESOLVED**, that Contract No. 6000468 referred to in the foregoing communication dated September 27, 2018, be hereby and is approved.

**OFFICE OF CONTRACTING  
AND PROCUREMENT**

September 27, 2018

HONORABLE CITY COUNCIL:

The Purchasing Division of the Finance Department recommends a Contract with the following firm(s) or person(s):

6000592      Revenue – AMEND 2 – To Provide Dental Care to Lower Income Residents. – Contractor: My Community Dental Centers – Location: 200 Fisher Blvd, 3011 West Grand Blvd, Detroit, MI 48202 – Contract Period: Upon City Council Approval through February 1, 2021 – Contract Increase: \$0.00 – Total Contract Amount: \$0.00. **HEALTH** (*This Amendment is for a Change of Location Only.*)

Respectfully submitted,

Boysie Jackson, Chief Procurement Officer  
Office of Contracting and Procurement

**BY COUNCIL MEMBER**           BENSON          

**RESOLVED**, that Contract No. 6000468 referred to in the foregoing communication dated September 27, 2018, be hereby and is approved.

24

**OFFICE OF CONTRACTING  
AND PROCUREMENT**

September 27, 2018

HONORABLE CITY COUNCIL:

The Purchasing Division of the Finance Department recommends a Contract with the following firm(s) or person(s):

6001648      75% State Funding, 25% Solid Waste Funding – To Provide Recycling Outreach Services such as, but not Limited to Community Events/ Recycling Workshops. – Contractor: Green Living Science – Location: 1331 Holden St., Detroit, MI 48202 – Contract Period: Upon City Council Approval through September 24, 2020 – Total Contract Amount: \$100,000.00. **DEPARTMENT OF PUBLIC WORKS**

Respectfully submitted,

Boysie Jackson, Chief Procurement Officer  
Office of Contracting and Procurement

**BY COUNCIL MEMBER**           BENSON          

**RESOLVED**, that Contract No. 6001648 referred to in the foregoing communication dated September 27, 2018, be hereby and is approved.



David Whitaker, Esq.  
Director  
Irvin Corley, Jr.  
Executive Policy Manager  
Marcell R. Todd, Jr.  
Senior City Planner  
Janese Chapman  
Deputy Director

LaKisha Barclift, Esq.  
M. Rory Bolger, Ph.D., AICP  
Elizabeth Cabot, Esq.  
Tasha Cowen  
Richard Drumb  
George Etheridge  
Deborah Goldstein

**City of Detroit**  
**CITY COUNCIL**  
**LEGISLATIVE POLICY DIVISION**  
208 Coleman A. Young Municipal Center  
Detroit, Michigan 48226  
Phone: (313) 224-4946 Fax: (313) 224-4336

Christopher Gulock, AICP  
Derrick Headd  
Marcel Hurt, Esq.  
Kimani Jeffrey  
Anne Marie Langan  
Jamie Murphy  
Kim Newby  
Analine Powers, Ph.D.  
Jennifer Reinhardt  
Sabrina Shockley  
Thomas Stephens, Esq.  
David Teeter  
Theresa Thomas  
Kathryn Lynch Underwood

TO: The Honorable Detroit City Council

FROM: David Whitaker, Director  
Legislative Policy Division (LPD) Staff

DATE: September 26, 2018

RE: **Responsibility for alleys**

During meetings of the Public Health and Safety standing committee in September 2018, Council Member McCalister inquired regarding the City government agency with responsibility for alleys.

In response to this inquiry, Article VI of the City Code, Sections 50-6-1 through 50-6-8, is attached. It is entitled "CONVERSION OF ALLEYS TO EASEMENTS IN RESIDENTIAL AREAS". It authorizes vacating an alley or a portion thereof in a residential area upon petition of two-thirds of owners of abutting properties.

The ordinance states that upon receipt of such a petition, Council shall transmit it to the former "community and economic development department." By current practice, the responsibilities for alley closures formerly entrusted to that defunct department have been taken over by the City Engineering Division of the Department of Public Works (DPW). (see. E.g., attached memorandum dated July 18, 2018 from City Engineer Richard Doherty)

The ordinance goes on to specify the roles of the Law Department, City Council, the City Clerk, and the Director of Public Works in the process of vacating an alley in whole or part, depending on the request made by the specific petition.

If Council has any other questions or concerns regarding this subject, LPD will be happy to provide further research and analysis upon request.

## ARTICLE VI. - CONVERSION OF ALLEYS TO EASEMENTS IN RESIDENTIAL AREAS

Sec. 50-6-1. - Petition by two-thirds of abutting property owners required; investigation and report by community and economic development department.

A petition for the vacating of any dedicated alley or portion thereof in a residential area in the city shall be presented to the city council by not less than two-thirds (  $\frac{2}{3}$  ) of the owners of the property abutting on such alley or portion thereof sought to be vacated who shall signify, in writing, their consent to the granting of such petition. Where property owners elect to keep the alley open either due to the need to gain access to their garages or for reasons verified and approved by the director of the department of public works, they shall be responsible for the cleanliness and maintenance of the alley. If found in a littered condition, as defined under sections 22-2-84 and 22-2-85 of this Code, the director of the department of public works shall be authorized to barricade said alley as he or she deems necessary. No action shall be taken by the city council regarding petitions for alley conversion until a complete investigation and report thereon shall have been made by the community and economic development department.

(Code 1964, § 58-5-1; Ord. No. 267-H, § 1(58-5-1), 7-5-78; Ord. No. 31-93, § 1, 12-1-93)

Sec. 50-6-2. - Transmittal of petition by city council to community and economic development department.

Upon the receipt of a petition the city council shall, by its clerk, transmit such petition to the community and economic development department.

(Code 1964, § 58-5-2; Ord. No. 267-H, § 1(58-5-2), 7-5-78)

Sec. 50-6-3. - Duties of community and economic development department generally.

When a petition for the vacation of an alley, as provided in this article, has been received by the community and economic development department, the department shall be chargeable with the following duties:

- (1) It shall prepare a sketch to clearly define the alley or portion thereof sought to be vacated and shall show the property abutting thereon.
- (2) It shall cause to be made a list of the owners of all the property abutting on such alley or portion thereof to be vacated.
- (3) It shall check the petition and shall determine whether or not the owners of two-thirds or more of the property abutting on such alley or portion thereof sought to be vacated shall have signified, in writing, their consent to the granting of such petition.
- (4) It shall cause an investigation to be made as to the objection of any dissenting abutting property owners who refuse consent to the granting of such petition, and shall obtain from the law department an opinion as to the legal merit of such objections.
- (5) It shall contact all other necessary city departments and outside utility companies and shall ascertain the need for such alley for the carrying on of such public services, such as garbage and rubbish collection, sewer maintenance or any other such public service, and shall make a determination as to whether or not adequate provisions can be made for such services and for all utilities purposes through the creation of an easement.
- (6) When such investigation has been completed, the community and economic development department shall make a full written report of its findings and shall make such recommendation

- (b) Upon the receipt of a copy of the resolution, the director of the department of public works shall correct the official city maps and records.
- (c) Upon the receipt of a copy of the resolution, the department of public works shall adjust its municipal refuse collection services accordingly.

(Ord. No. 267-H, § 1(58-5-7), 7-5-78; Ord. No. 31-93, § 1, 12-1-93)

Sec. 50-6-8. - Article no limitation of regulatory powers of city council.

Nothing in this article shall be construed to limit any regulatory powers possessed by the city council with respect to the vacation of any street, alley or public place within the boundaries of the city.

(Ord. No. 267-H, § 1(58-5-8), 7-5-78)



July 18, 2018

Honorable City Council:

**RE: Petition No. 1847 - XLNC INVEST LLC, request to temporarily close two alleys in the area of 11345 - 11385 Greenfield Rd.**

Petition No. 1847 of XLNC INVEST LLC, request for the renewal of the temporary closure of the north-south public alley, 18 feet wide (previously closed on a temporary basis by a resolution adopted on November 20, 2012 J.C.C. pages 2300-01); also the east-west public alley, 18 feet wide, all in the block of Elmira Avenue, 60 feet wide, Plymouth Avenue, 86 feet wide, Winthrop Avenue, 60 feet wide, and Greenfield Avenue, 106 feet wide.

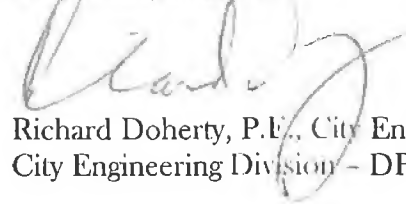
The petition was referred to the City Engineering Division - DPW for investigation (utility review) and report. This is our report.

The last petition (#2224) to temporarily close the referenced north-south alley was granted by City Council on November 20, 2012 J.C.C. pages 2300-01 for a period of 5 years has expired. The property owner at 11245 - 11385 Greenfield uses the alleys as access to parking for the apartments and wishes to provide safe secure access and prevent illegal dumping in the alleys.

All involved City departments and privately owned utility companies have reported no objections to the proposal, provided they have the right to ingress and egress at all times to their facilities.

There is an appropriate resolution, containing the necessary conditions, attached for consideration by your Honorable Body.

Respectfully submitted,



Richard Doherty, P.E., City Engineer  
City Engineering Division - DPW

JK/

Cc: Ron Brundidge, Director, DPW  
Mayor's Office - City Council Liaison




26

**City of Detroit**  
CITY COUNCIL

**GABE LELAND**  
COUNCIL MEMBER

**MEMORANDUM**

**TO:** David Bell, Director, Buildings, Safety, Engineering & Environmental Dept.  
**THRU:** Council Member Scott Benson, Public Health and Safety Committee  
**FROM:** Council Member Gabe Leland   
**DATE:** September 25, 2018  
**RE:** **Demolition Status**

Please provide a summary of actions taken and update regarding the demolition status of the following address:

**5682 Artesian Street**

Respectfully,

cc: Honorable Colleagues

GL/gal

CITY CLERK 2018 SEP 25 PM4:56